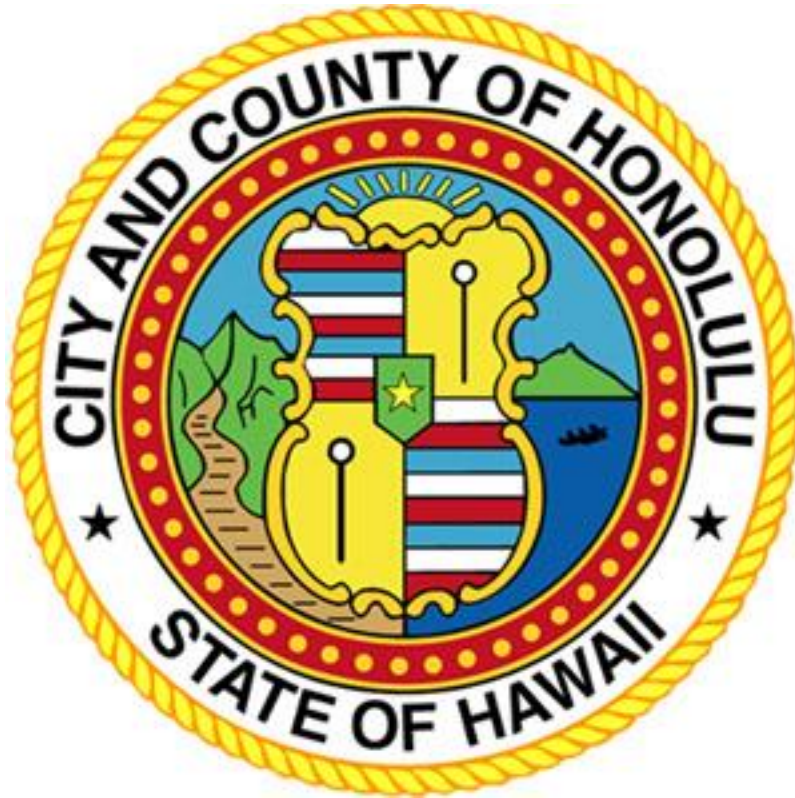


Vendor Self Service

- How to Submit a Surplus Auction Bid -



BFS Purchasing

Phone: (808) 768-5535

<https://vss.honolulu.gov/VSSPSRV1/AltSelfService>

www.honolulu.gov/pur

2020

1. Purpose:

To explain and show to potential bidders how to submit a bid for a City Surplus Auction using the City's Vendor Self Service (VSS).

2. Honolulu Vendor Self Service Website

- A. Go to: <https://vss.honolulu.gov/VSSPSRV1/AltSelfService>
- B. Login with your User Name and Password.

- C. Click on the “Business Opportunities” tab > “Surplus Auctions” subtab. You can locate the item you want to bid on. If you cannot locate the item, you may click the “Next” button to see more items that were listed. Click the “Details” button to open up the item of interest. Please see the next page for a screen shot.

Solicitation	Doc Dept/Buyer/Category/Solic
ONE LOT AUDIO VISUAL EQUIPMENT SPL: 17000134	Budget and Fiscal Services Glenn Cruz
Surplus(SPL)	

3. Creating a SR (Bid)

- A. Within the solicitation Details page, please click on the **Respond Online** button at the top of the page. You will be directed to the solicitation response screen.

The screenshot displays the 'Solicitation Responses' tab for solicitation 17000134, titled 'ONE LOT AUDIO VISUAL EQUIPMENT'. The current status is 'Open'. Key details include a closing date of 3/9/17 at 11:00 AM HST, with 5 days and 21:49:35 remaining. The buyer is Glenn Cruz, and the category is Surplus(SPL). A red arrow points to the 'Response Options' button, which contains the 'Respond Online' link. Below the main details, there are tabs for 'Lots/Lines', 'Attachments', 'Additional Information', 'Terms', 'Events', 'Amendment History', and 'Auction (Bids)'. The 'Lots/Lines' tab is active, showing 'Lot 1: City & County of Honolulu Surplus Auction' with a description of a public inspection appointment and a link to 'View Purchase History'.

4. Entering Offer/Bid Information

- A. The bidding process requires two steps. Use the panel on the left side of the screen or the tabs to navigate between the steps.

- Step 1: Respond to Lines
- Step 5: Review/Submit

In the City Surplus Auction Process, a bidder only needs to input information and act on Step 1 and Step 5.

Please see the next page for a screen shot of the navigation panels between the steps.

City and County of Honolulu
VENDOR SELF SERVICE

www.honolulu.gov/pur

Account Information | Business Opportunities | Solicitation Responses

Solicitations | My Watchlist | Surplus Auctions

You have 1 messages

1: Information : This response hasn't been submitted yet, any print actions will not reference final information.
View All Details

My Online Response

Time Left: 5 Days, 21:40:39

Solicitation: 17000134

Solicitation Summary | Attachments

Solicitation Files

The following attachments are part of the Solicitation (not your response). Please review each of the following files prior to responding. There may be information within the attachments that is critical to your bid response.

File Name	Date	Description	Attachment Type
From 0 to 0 Total: 0 First Prev Next Last			

VSS How to Bid Video: [MP4](#) [WMV](#)

My Response

1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Step 1: Respond To Lines

- B. Click on **Step 1: Respond To Lines** tab. Enter in the dollar amount you wish to bid in the "Contract Amount" field. You may leave the other fields unchanged or blank.

My Response

1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Respond to Lines No Bid for Solicitation Undo No Bid for Solicitation View Current Best Bids

Copy Save Go To Step 2 Exit

Lot 1 of 1: City & County of Honolulu Surplus Auction No Bid for Lot Undo No Bid for Lot

Description	Your Offer
1. PUBLIC INSPECTION BY APPOINTMENT ONLY. TO SCHEDULE APPOINTMENT CONTACT ANTHONY NIKAE AT 768-6599. EQUIPMENT LOCATED AT ALII PLACE, 1060 RICHARDS STREET, HONOLULU, HI	<p>Response Type: Bid</p> <p>Contract Amount: <input type="text"/></p> <p>Total: <input type="text"/></p> <p>Specifications: ONE LOT AUDIO VISUAL EQUIPMENT, USED. CLICK ON ATTACHMENT TO VIEW EQUIPMENT LIST. EQUIPMENT NOT TESTED IF</p>

Brand Name/Model Number/Packaging (if applicable):

Copy Save Go To Step 2 Exit

- C. You are now ready for Step 5. Click on the “5 Review/Submit” tab to proceed. You may also use the navigation panel on the left shown in the screen shot above.

Step 5: Review/Submit

- D. Click on **Step 5: Review/Submit** tab to review your bid.
1. Use the scroll in the bottom window to review your bid.
 2. Click on “Submit” buttons (either one) to submit your bid.

Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Copy Previous Save Submit Exit Print

17030303304

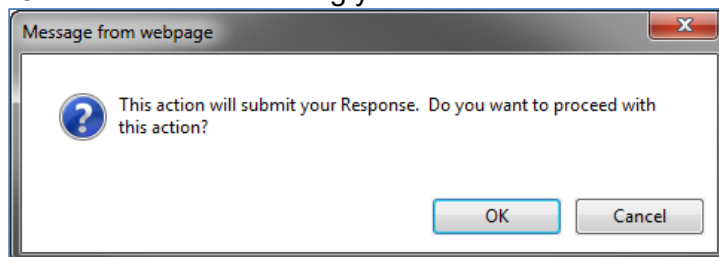
Vendor Customer Code: VS0000001478
Response Total Attachment Count: 0

1SUAL EQUIPMENT

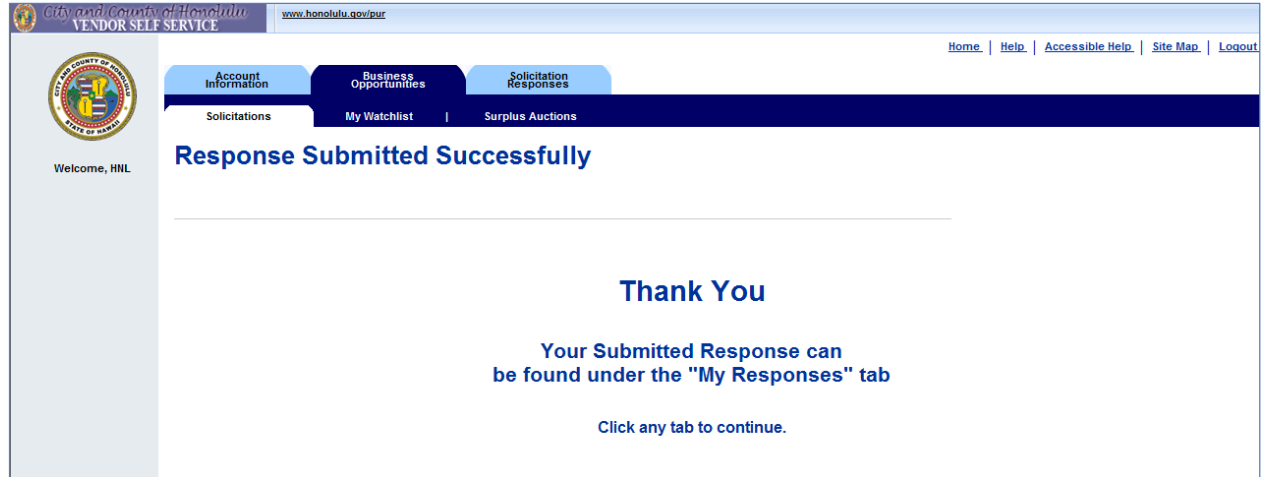
Closing Date: 3/9/2017
Closing Time: 11:00 AM
Phone: 768-3954
Phone: 768-3949
Phone: 768-3954
Fax:

Copy Previous Save Submit Exit Print

- E. A confirmation window will pop up inquiring if you want to submit your Response (bid). Click on “OK” to confirm submitting your bid



F. A thank you message should indicate that your bid was submitted successfully.



If you have any questions, please contact the public auction line at (808) 768-3962 or email bfspurchasing@honolulu.gov.